**#1**

It has been brought to my attention that you had a verbal confrontation with your fellow employee [INSERT NAME] on [INSERT DATE]. Both of you were having arguments over political matters during your break time, which led to such a drastic end.

Management ensures that every new employee reads the rules and regulations thoroughly before they are appointed to avoid any untoward situation.

It has been clearly mentioned in the company policy that political discussion on the company's premises is strictly forbidden. Without taking anyone into account, you used abusive and threatening language and bullied each other in the worst possible manner.

Both of you disobeyed company policy, which led to a one-day deduction from your salary. This letter is the final warning that you must ensure this practice isn’t repeated; otherwise, you shall be responsible for an unhappy ending.

#2

The HR manager highlighted the chaotic situation that the employees had to face on Friday because of your misdemeanor and bad behavior. It is beyond understanding how an employee can be so daring as to create such a hostile environment for all others. You must understand that the workplace is not your property, and you can easily steal the solace of others anytime.

Discussing your personal affairs in the office with your fellow workers is not allowed, as it can lead to many misunderstandings sooner or later. You claimed that you had a conflict with him over the discussion of your personal affairs, and he said something wrong about that, consequently turning the workplace into a troubled place.

You harassed all others by abusing and shouting at each other. This is against the code of conduct & for this reason, you should submit an explanation letter within 24 hours, or you will be terminated instantly.

Please present yourself before me at 2 pm in my office, where further discussion in this regard will be held.

Thank you!